POLLUTION PREVENTION PLANNING ADMINISTRATIVE REVIEW

As of 3/2/06

FACILITY _____
FACID _____ **SIC/NAICS Code** _____
LOCATION _____
REVIEWER/DATE _____
FACILITY REPS PRESENT _____
_____

YES	NO	N/A		COMMENTS
			Pursuant to N.J.A.C. 7:1K-4.3, Part I of a Pollution Prevention Plan shall include:	
			Part IA: Two certifications are required. (7:1K-4.3(b)1)	
____	____		• **The first one must be signed by the highest ranking corporate official with direct operating responsibility and must read: "I certify under penalty of law that I have read the Pollution Prevention Plan and that the Pollution Prevention Plan is true, accurate and complete to the best of my knowledge." (e.g., president, vice-president, plant manager)**	
____	____		• **The second must be signed by the highest ranking corporate official at the facility and must read: "I certify under penalty of law that I am familiar with the Pollution Prevention Plan and that it is the corporate policy of this industrial facility to achieve the goals of the Pollution Prevention Plan." (e.g., plant manager)**	
			The following names and telephone numbers must be included:	
____	____		• **The owner/operator of the facility.**	
____	____		• **The highest ranking corporate official at the facility.**	
____	____	____	• **The union representative (if applicable).**	
			Grouping (7:1K-4.2(d))	
____	____	____	• **Pollution treatment or control systems shall be considered as separate sources or production processes. (If the facility is currently in the middle of their planning cycle, they must include treatment or control systems as separate sources or production processes in their next 5-year Plan.)**	
			Facility-level information (7:1G-4.1(c), 7:1K-4.3(b)2) **The Release and Pollution Prevention Report (RPPR) in the plan along with USE calculation satisfies this requirement.**	
____	____		• **Annual inputs shall equal outputs within 5% or less.**	
____	____		• **Name and CAS number (or Category Code) for each hazardous substance.**	

YES	NO	N/A		COMMENTS
			Inventory data for annual inputs (in pounds):	
_____	_____		• **Stored at facility on first day of reporting year.**	
_____	_____		• **Brought into facility.**	
_____	_____		• **Manufactured as product, co-product or NPO at the facility.**	
_____	_____		• **Recycled out of process and used as an input at the facility.**	
			Inventory data for annual output (in pounds):	
_____	_____		• **Stored at facility on last day of reporting year.**	
_____	_____		• **Consumed at the facility.**	
_____	_____		• **Shipped off-site as product/co-product.**	
_____	_____		• **Generated as NPO (total NPO).**	
_____	_____		• **Recycled out of process on-site or off-site.**	
			Annual release data:	
_____	_____		• **Released to air through stack emissions.**	
_____	_____		• **Released to air through fugitive emissions.**	
_____	_____		• **Surface and ground water discharges to the waters of the State.**	
_____	_____		• **On-site land disposal.**	
_____	_____		• **Transferred to other off-site locations.**	
_____	_____		• **Released due to remedial actions, catastrophic events or one-time events not associated with production processes.**	
			Annual chemical use calculation:	
_____	_____		• **USE = Consumed + Shipped + NPO (NOTE: USE must be calculated. It was not present on previous versions of the eRPPR.)**	
			<u>Process-level information</u> (7:1K-4.3(b)3, 7:1K-4.9)	
_____	_____		• **Inclusion of P2-115.**	
_____	_____		• **Process ID.**	
_____	_____		• **Grouped process (Y/N).**	
_____	_____		• **Identification of product/co-product/intermediate product.**	
_____	_____		• **Total quantity of production.**	
_____	_____	_____	• **Description of grouping decision (if applicable) including description of unit for measuring production.**	
_____	_____	_____	• **Process Flow Diagram. (If the facility is currently in the middle of their planning cycle, they must include a flow diagram in their next 5-year Plan.)**	

YES	NO	N/A		COMMENTS
			Process-level inventory data (7:1K-4.3(b)4)	
			The following information should be collected annually for each hazardous substance, in pounds.	
			Inventory data for each production process:	
____	____		• **Contained in products/co-products/intermediate products.**	
____	____		• **Consumed at the facility.**	
____	____		• **Used.**	
____	____		• **Generated as NPO. (Categories in 7:1K-4.3(b)4:(4) as applicable.)**	
____	____		• **Released.**	
____	____		• **Recycled out of process both on-site and off-site.**	
____	____	____	• **Pollution Prevention techniques used in a given year.**	
____	____	____	• **Whether or not a process was discontinued or sent off-site in a given year.**	
____	____	____	• **Whether or not a facility made a process change that triggered a P2 Plan modification pursuant to N.J.A.C. 7:1K-3.9.**	
____	____	____	• **Whether or not a facility went below the threshold for manufacture, process or otherwise use of a hazardous substance, and if the facility followed the necessary notification and reporting procedures.**	
____	____		• **An explanation on whether or not a facility's pollution prevention progress for a targeted process was less than anticipated.**	
			Hazardous waste data (7:1K-4.3(b)5)	
			Facility-level data (Inclusion of RCRA Hazardous Waste Biennial Report is acceptable but must be supplemented with alternate years data.) The following information should be collected annually and measured in pounds:	
____	____	____	• **Amount generated. (GM)**	
____	____	____	• **Amount treated out-of-process. (GM)**	
____	____	____	• **Amount stored out-of-process. (GM)**	
____	____	____	• **Amount disposed out-of-process. (GM)**	
____	____	____	• **Address of treatment, storage, or disposal facilities (TSDs). (OI)**	
____	____	____	• **Description of type of treatment at each TSD. (GM)**	
____	____	____	• **Amounts recycled on/off site. (GM)**	
			Process-level data	
____	____	____	• **Pounds of each hazardous waste generated at each production process.**	

YES	NO	N/A		COMMENTS
			Cost data (7:1K-4.3(b)6)	
			An estimate for each source or production process, of the costs of using hazardous substances, generating hazardous substances as NPO, and releasing hazardous substances, including, at a minimum:	
_____	_____	_____	• **Storage and handling.**	
_____	_____	_____	• **Monitoring, tracking and reporting.**	
_____	_____	_____	• **Treatment.**	
_____	_____	_____	• **Transportation and disposal.**	
_____	_____	_____	• **Manifesting and labeling.**	
_____	_____	_____	• **Permit fees.**	
_____	_____	_____	• **Liability insurance (if applicable).**	
_____	_____	_____	• **Safety and health compliance.**	
_____	_____	_____	• **Raw material costs.**	
			Pursuant to N.J.A.C. 7:1K-4.4, a Pollution Prevention Plan shall include:	
			Targeting (Check one of the following four options. N/A for other three)	
_____	_____	_____	• **Facility targeted 100% of all processes.**	
_____	_____	_____	• **Facility targeted process(es) that contributed 90% based on USE of hazardous substances.**	
_____	_____	_____	• **Facility targeted process(es) that contributed 90% based on NPO generated.**	
_____	_____	_____	• **Facility targeted process(es) that contributed 90% based on RELEASE of hazardous substances.**	
_____	_____	_____	• **Facility targeted all processes or sources that use or generate PBTs above thresholds. (If the facility is currently in the middle of their planning cycle, they must target all processes or sources that use or generate PBTs above threshold in their next 5-year Plan.)**	

YES	NO	N/A	Pursuant to N.J.A.C. 7:1K-4.5, Part II of a Pollution Prevention Plan shall include:	COMMENTS
			Estimate source-level NPO (7:1K-4.5(a)2)	
____	____		• **Estimate in pounds the annual quantity of each hazardous substance generated as NPO at each source within each targeted production process.**	
			Identifying pollution prevention options (7:1K-4.5(a)4)	
____	____		• **Identify pollution prevention options that reduce the use and generation of hazardous substance(s).**	
			Feasibility analysis of options including: (7:1K-4.5(a)5, 12 and 13)	
____	____	____	• **Technical analysis – Is the option technically feasible?**	
____	____	____	• **Financial analysis – Is the option financially feasible?**	
____	____	____	• **Storage and handling.**	
____	____	____	• **Monitoring, tracking and reporting.**	
____	____	____	• **Treatment.**	
____	____	____	• **Transportation and disposal.**	
____	____	____	• **Manifest and labeling.**	
____	____	____	• **Permit fees.**	
____	____	____	• **Liability insurance (if applicable).**	
____	____	____	• **Raw material costs.**	
____	____	____	• **Impact on Releases – Impact of P2 option on releases to air, water, and waste.**	
____	____	____	• **Rationale for not implementing P2 options.**	
			5-year goals for NPO and USE reductions (7:1K-4.5(a)7-11)	
			(Should be the same as those reported on the Plan Summary (DEP-113).)	
____	____		• **Change in USE in pounds.**	
____	____		• **Change in NPO in pounds.**	
____	____		• **Change in USE reported as a percent.**	
____	____		• **Change in NPO reported as a percent.**	
____	____		• **Percent change in USE per unit of product for targeted processes.**	
____	____		• **Percent change in NPO per unit of product for targeted processes.**	
____	____	____	• **Start and completion dates for implementing P2 options. (NOTE: Planned reductions need to match P2 options implemented.)**	

YES	NO	N/A		COMMENTS
			Part IB: (Plan Progress Report (RPPR Sections C, D) calculations) **(This part may be skipped until July of the year following submission of the initial Plan Summary. Calculations are not required if P2-115 was submitted to the Department.)**	
			Facility-level information on pollution prevention reductions (7:1K-4.3(c)1) **(NOTE: Negative numbers indicate the facility became less efficient.)**	
____	____	____	• **Calculations of change in USE (in pounds and percent) compared to Base Year.**	
____	____	____	• **Calculations of change in NPO (in pounds and percent) compared to Base Year.**	
			Targeted Production Processes (7:1K-4.3(c)2)	
____	____	____	• **Calculations of the change in USE per unit of product compared to the Base Year.**	
____	____	____	• **Calculations of the change in NPO per unit of production compared to the Base Year.**	
____	____	____	• **Pollution prevention techniques listed for each reduction.**	

Notes: